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Little River Band of Ottawa Indians
Housing Commission Meeting
Aki maadiziwin Conference Room
February 16, 2017

Agenda

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda
5. Approval of Minutes
 - a. January
 - b.
6. Department Update
7. Old Business
8. New Business
 - a. Meeting with Robert Medacco, Pat Wilson and Shelly Kequom.
This is concerning problem at Aki during the month of December when mail was stolen.
 - b. Basketball courts
9. Public Comment
10. Closed Session
 - a.
11. Open Session
12. Policies and Procedures (limit discussion to ½ hour)
13. Next Meeting Date
14. Adjournment



**Little River Band of Ottawa Indians
Housing Commission Report to Tribal Council
February 16, 2017**

1. Housing Commission Members

Chairperson: Julia Chapman
Secretary: Marcella Leusby
Commissioner: Jamie Friedel
Commissioner: Karen Love
Commissioner: Judy Hardenburgh

2. Activities for the month of February

Meeting with Tribal Police Captain and Peacekeeper Pat Wilson
Ideas for Survey
10 new fair market houses at Aki

3. Special Concerns of the Commission

Problem at Aki concerning juveniles stealing mail and mail items
Getting Basketball courts set up at Aki

4.

5. Attachments

Minutes
Agenda
Housing Director Report

Respectfully,

Marcella Leusby

Housing Commission Secretary

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room

February 16, 2017

MEETING MINUTES

The Little River Band Housing Commission meetings was held at Aki Conference Room on. Following are the minutes of that meeting.

1-3. Opening Prayer, Roll Call and Stipend

Meeting was held on February 16, 2017 at 9:12 am.

Commissioner Julia Chapman meeting to order.

Roll Call

Judy Hardenburgh-present	Marcella Leusby-present	Julia Chapman-present
Karen Love-absent	Jamie Friedel-absent	

Quorum: 3-0-0-2

Others Present: Frank Figgles, Michelle Pepera, Rebecca Liebring, Robert Medacco, Pat Wilson

Council members: Ron Wittenburg, Shannon Crampton, Sandy Lewis

Sandy Lewis left at 11:00 am. Shannon shortly afterwards.

4. Approval of Agenda

Motion to approve the Agenda for: February 16, 2017

Motion carried: Commissioner Judy Hardenburgh moved to accept agenda.

Supported by: Commissioner Marcella Leusby

Judy Hardenburgh-yes	Marcella Leusby-yes	Jamie Friedel-absent
Karen Love-absent	Julia Chapman-yes	

Motion Carried: 3-0-0-2

5. Approval on Minutes

Commissioner Judy Hardenburgh moved to accept January minutes with corrections

Supported by Commissioner Julia Chapman.

Judy Hardenburgh-yes	Marcella Leusby-yes	Jamie Friedel-absent
Karen Love-absent	Julia Chapman-yes	

Motion Carried: 3-0-0-2

6. Policies and Procedures: None

7. Department update: Frank gave Director's report.

8. Old Business: Talked of getting the Basketball courts up at Aki.

9. New Business: Marcella Leusby handed in her resignation as Housing Commission Secretary to the Commission. Rebecca Liebring, lawyer, told the Commission that they needed to start working on Chapter 2. Chapter 1 and 4 of the Housing Commission Regulations are done.

From last month's talk Lawyer Rebecca Liebring told the Commission that there was no problem she could find not to let the liaison's sit in on a closed session meeting, if the tenant wanted them there. Commission did not see any problem with this, but they could not sit in on the decision making nor could they object to the Commission's ruling.

We talked on ideas for different types of housing at Aki. Housing Department is wanting to put up 10 new fair market starting this spring. We talked about 2-3 bedroom houses with 1 car garage. Housing Director talked about going with the floor plans on the smaller houses from the Muskegon Project to build at Aki. He told us they were having problems filling 3 vacant houses at Aki and was thinking of putting an advertisement in the Currents and Rapids for the vacant houses for rent.

The Housing Commission and Housing Department had a conference with Captain Robert Medacco and Peacekeeper Pat Wilson on the problem we had with some juveniles at Aki during Christmas break. Some mail and other mailed articles were stolen from some of the homes by the juveniles. They found the children and made them give back the mail. Commission didn't feel that was enough, what they did was a serious crime. We felt something needed to be done so the family knew it was wrong. The Housing department said they sent the family a letter on the seriousness of the crime. Captain Medacco informed us it was being looked into and the parent was notified. A report was done and handed in to the Tribal Prosecuting Attorney. The Post Office was notified and they decided to go with the Tribe decided. We talked about getting the basketball courts up and running. Housing said they would look into the poles and hoops. Housing Director Frank Figgles asked for the Commissions permission for him to use discretion on ruling for short term housing. Commissioner Judy made a motion to give Mr. Figgles authorization to act on rules for short term housing. Commissioner Marcella Leusby seconded.

Marcella Leusby- yes		Jamie Friedel- absent	Karen Love- absent
Judy Hardenburgh- yes		Julia Chapman- yes	

Motion Carried: 3-0-0-2

10. Public Comment –

Judy Hardenburgh-yes	Marcella Leusby-yes		Julia Chapman-yes
Karen Love-absent	Jamie Friedel- absent		

Motion Carried: 3-0-0-2

11. Open Session: None

Judy Hardenburgh-	Julia Chapman-		Jamie Friedel-
Karen Love-	Marcella Leusby-		

Motion Carried:

12. Closed Session: None

Jamie Friedel-	Judy Hardenburgh-	Marcella Leusby-
Julia Chapman-	Karen Love-	

Motion carried:

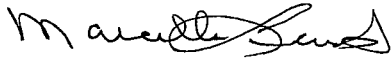
13. Next Meeting: March 16, 2017

14. Adjournment: Commissioner Marcella Leusby moved to adjourn the meeting, Commissioner Judy Hardenburgh seconded. Meeting closed at 1:00 pm.

Karen Love- absent	Julia Chapman- yes		Jamie Friedel- absent
Marcella Leusby- yes	Judy Hardenburgh- yes		

Motion carried: 3-0-0-2

Respectfully,



Marcella Leusby
Commission Secretary



Little River Band of Ottawa Indians

Housing Department

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Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT ACTIVITY REPORT

For

January 2017

I. Housing Activities.

- A. It has now been approximately two months since EWONAP advised they had completed their Remote Audit. We still have heard from them regarding the results. Yesterday, 2-2-17, they requested a copy of our Conflict of Interest Policy. Michelle Lucas provided me with a copy of it and I forwarded it to them the same day. Hopefully this will complete their monitoring.
- B. On Monday, 1-30-17, I met with Council in a work session to discuss loan information I had received from two of the lending institutions I have been in contact with. After discussion regarding the interest cost and the interest rate Council decided for us to use \$1,700,000 from the Housing Stock Reserve Fund to finance the construction of fair market housing at Aki. We are to develop as many as we can with those funds up to 10 units. Floor plans will be provided by the Commerce Department which are plans they are developing for the Fruitport, MI housing development.
- C. Over the last year the Housing Department has been working with the Housing Commission and the Unified Legal Department to update the Housing Regulations. We believe the process is going well and are clarifying and reducing the grey areas. During January Chapters 1 and 4 were posted for a 30 public comment period. Some of the changes should enable the Housing Department to update our waiting list so they are more accurate as to the needs of the applicants.
- D. During the month the Department performed the following activities.
 - Lease renewals due during the month: 4
 - Leases renewed: 2
 - New leases: 2
 - Annual Inspections: 4
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 0
- E. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2017 in the amount of \$75,000.
 - Applications received this month: 1
 - Number of Awards made during the month: 0
 - Amount of Awards made for the Month: 0
 - Total Number of Awards made during the Year: 0
 - Total Amount of Awards for the Year: 0

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 6
- B. Termination Notice(s) issued: 1
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 2

III. Condition of Properties.

- A. Please see the attached daily log kept by the Housing Maintenance Technicians. This log is not intended to be an in depth description of the work performed each day, but instead a snap shot of their daily activities.

IV. Number of Units and Vacancies.

- A. LRBOI Housing has 64 rental units in total of which 58 are rented giving us an occupancy rating of 91%. Aki has 57 rental units of which 50 were rented during the month.

We are having difficulty filling three vacant units as applicants are not responding to our requests for information in order to perform the suitability screening. We give them 10 business days to respond before we can move to the next applicant if they do not respond. This ends up being time consuming which we believe proposed changes to the Housing Regulations, if authorized, will help us reduce these problems and resulting delays. If the applicant does not respond we move the applicant to the bottom that list and then move to the next applicant on the list. We have even gone as far as to make inquiries of more than one household at a time in an effort to reduce the time involvement. We are now finding ourselves at the bottom of the list where we have just moved applicants to the bottom that did not respond initially.

We have two vacant ADA rental units with no qualified applicants.

We also are waiting for an appeal hearing on the denial of one household for the short term rental that is vacant.

- B. Aki has 9 low income elder designated rental units and 9 units are rented.
- C. Aki has 2 low income elder ADA designated rental units and 2 are rented.
- D. Aki has 28 low income family rental units and 26 are rented.
- E. Aki has 6 low income family ADA rental units and 4 are rented.
- F. Aki also has 12 fair market rentals and 11 are rented.
- G. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- H. We also have 2 short-term rentals in the City of Manistee and 1 is rented.

V. Significant Problems and Accomplishments.

- A. Accomplishments:
 - 1. Revision completions for Housing Regulations Chapter 1 and 4.

VI. Plans for the Future.

- A. Developing more Fair Market Rental units at Aki maadiziwin

VII. Other Information

F. None.

**End of Report
Frank Figgels
Housing Director**

**Attachments: January Daily Work log
Cc: file**

Housing 2017
Daily Worksheet

Date 1-2 Holiday

Date 1-3 Paper work, Time sheets, Deck @ 2690 OC Replaced
Door seal and plunger on Front entrance, mileage, unlocked
Door for tenant @ 909 Davis

Date 1-4 Cleaned shop area, organized salt area, cut and painted
lean for sink Cabinet Base for 2724 OC, Adjusted striker plate and
changed deadbolt hardware @ 2690 OC, cleaned and oiled vent fan
Motor Looked @ Dishwasher, Fridge, washer Called Michele to call
Appliance Repair tech, @ 2647 OC Continued washing walls @
2654 OC

Date 1-5 Continued wash down + prep @ 2654 OC

Date 1-6 Plowed, salted lots + walks, shoveled and salted
Handi Cap units Ramps, Continued wash Down + prep @ 2654 OC

Due Every Friday
Thank you for filling out this Daily Worksheet

**Housing 2017
Daily Worksheet**

Date 1-9 Plowed + Salted Lower lot, Plowed upper lot
- Cleaned Drives, Shoveled + Salted HC units
Annual Inspection @ 2690 OC Cleaned Drive in town

Date 1-10 Plowed and Salted Lower Lot, Plowed upper lot
Cleaned Drives, salted walks Cleaned Intown Drive
Continued @ 2654 OC

Date 1-11 2 hr Delay Salted Lots + Drives, checked intown
Drive
Continued @ 2654
Oiled Garage Door Rollers and snaked Plumbing From Washer
to main Drain @ 2695 OC

Date 1-12 Salted Lot and walks, checked intown Drive, Filled
Grey truck, Took ladder + christmas back to shop,
Continued Cleaning / Prep @ 2654 OC

Date 1-13 Salted Lots + walks, took trash out from shop area
Continued @ 2654, Went over Paperwork for 2654 with Chad
for report Picked up paint + Materials for 2654 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 1-16 Continued @ 2654
Started Cuttin Ceiling

Date 1-17 Salted lots and walks + Drives
Continued Painting/Cuttin @ 2654 OC
Move out inspection @ 2648 OC

Date 1-18 Continued cuttin + prep work @ 2654 OC
Rekey 2648 OC

Date 1-19 Continued Cuttin / Paint @ 2654 OC

Date 1-20 Continued Cuttin / Paint @ 2654 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 1-23 Continued @ 2654 OC

Picked up paint + Materials for tenant @ 2694 IC

Date 1-24 Continued @ 2654 OC

Installed Blinds @ 2621 + 2629 OC

Reciepts, Went over Work Orders with Michelle

Date 1-25 Continued @ 2654 OC

Picked up Trash cans for new units

Washed Blinds For 2654 OC

Date 1-26 Continued @ 2654 OC

Checked 2665 IC, cleaned Buss out of light, tightened Cabinet Doors
gave Keys + remote to michelle (TWBG) ready to rent

Washed Blinds For 2654 OC

Contacted Lerays Lock for Pavilion Keys

Dropped off Trash Containers, picked up materials @ 2699 + 2621 new units

Date 1-27 Clean + Orginize shop area, took trash out

Due Every Friday

Thank you for filling out this Daily Worksheet